
 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 505.07	Page 1 of 25
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Approved by: 		
Subject: INMATE JOBS		

- I. AUTHORITY: T.C.A. 4-3-603, T.C.A. 4-3-606, T.C.A. 40-28-123, T.C.A. 41-21-207, T.C.A. 1-21-208, T.C.A. 41-21-209, T.C.A. 41-21-210, T.C.A. 41-21-236, T.C. T.C.A. 41-22-403, T.C.A. 33-3-601 Grubbs v. Bradley, 552 F. Supp. 1052 (M.D. Tenn. 1982), and Tuggle v. Bradley, No. 3-83-1009, No. 3-84-0260 (M.D. Tenn. 1986).
- II. PURPOSE: To reduce inmate idleness and provide meaningful jobs and training, and to provide a system for job advancement by establishing a uniform procedure for assigning inmates to institutional jobs and training programs.
- III. APPLICATION: To employees, inmates, privately managed facilities, and TRICOR. Inmates assigned to and actively participating in the S.A.I.U. unit at Wayne County Boot Camp are excluded.
- IV. DEFINITIONS:
 - A. Job: Program assignment (including work, academic and vocational classes, mental health programs, etc.) for which an inmate is paid and/or is evaluated for program credits.
 1. Full-Time: Job scheduled for thirty (30) hours per week, excluding meal times, breaks, and count time (unless the inmate(s) actually work(s) during count time). Inmates assigned to maintenance and performing maintenance work, food service, long lines, short lines, TRICOR, other state and outside agencies, Tennessee Department of Correction (TDOC) Central Office, and community service crews may work forty (40) hours per week, excluding meal times, breaks, and count times (unless the inmate(s) work(s) during count time). Inmates being supervised by staff will not be paid for more hours than the staff supervisors are paid.
 2. Part-Time: Job normally scheduled for one-half the hours per week of a full-time job, excluding meal times, breaks, and count time (unless the inmate(s) actually work(s) during count time).
 - B. Job Coordinator: Institutional staff person responsible for coordinating sentence credit policy requirements, assigning inmates to jobs, supervising job tracking personnel, assisting in the development of job descriptions, work schedules, and job expectations, training job supervisors in inmate job policy requirements, and other related duties.
 - C. Job Tracking Clerk: Institutional staff person who assists the jobs coordinator by performing data entry functions, record keeping, etc.
 - D. Job Specialist: Central office staff person who reports to the Assistant Commissioner of Operations and coordinates the day to day operation of the departmental inmate jobs program.

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- E. Job/Class Registers: Listing by title from the master job list of inmates to be considered for assignment in a job/class if initially determined to be eligible and qualified. These are INFOPAC reports Class Register, BI01MEG, and Job Register, BI01MEH.
- F. Job Waiting List: Listing of unassigned inmates at an institution who are available for assignment but for whom there is not an appropriate vacant position. INFOPAC report Job Waiting List, BI01MJW, includes all unassigned inmates with the exception of those classified maximum custody.
- G. Master Job List: Authorized listing of inmate job titles, skill levels, and base pay scales of all positions in the TDOC. Job titles were researched utilizing the Dictionary of Occupational Titles (DOT) issued by the U. S. Department of Labor. This can be accessed on TOMIS conversations LJEK, Job Set Up, and LJEV, Class Set Up.
- H. Position: A specific assignment or work function within a larger job title. Every job position has its own specific identification number. Each position may have different eligibility requirements, location, etc., from other positions with the same job title.
- I. Program File: Volume IV of the Inmate Institutional Record (IIR) referring to inmate jobs only for the purpose of this policy. (See Policy #512.01.)
- J. Term: Felony convictions for which the person actually served 30 days or more incarcerated in a county jail or workhouse, municipal correctional facility, or any penal institution either within or outside the jurisdiction of TDOC.
- K. TOMIS: Tennessee Offender Management Information System.
- L. Worker Pattern: Listing of titles from the Master Job List with the number of positions by program area at an institution. Each position's status, i.e., filled or vacant, is indicated. This is INFOPAC report Work Area Roster, BI01ME2.
- V. POLICY: The TDOC shall make inmate program assignments based on an assessment of inmate employability in conjunction with the security and support needs of each institution, as well as individual inmate job performance and treatment needs.
- VI. PROCEDURES:
 - A. Inmate Job Development:
 - 1. TDOC shall be responsible for developing jobs in the following areas:
 - a. Academic and vocational education
 - b. Special needs programming
 - c. Institutional support (Inmates shall not be assigned to or allowed to assist in accreditation or facility/fire safety functions.)

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- d. Community service work
2. TRICOR shall be responsible for developing jobs in the following areas:
 - a. Manufacturing
 - b. Business services
 - c. Agricultural (excluding truck crops/institutional gardens specifically for use in institutional kitchens)
 - d. In conjunction with private sector partnerships and joint ventures.
3. The appropriate TRICOR manager will notify the inmate job specialist of plant moves between institutions, closure of plants, and new plants to open as soon as possible.
- B. Job Positions and Class Sections: Each institution shall have an inmate worker pattern by program area, established, maintained, and updated by cooperative efforts of institutional and central office staff. INFOPAC report Work Area Roster, BI01ME2, is the official worker pattern.
 1. Positions may be abolished, created, deactivated, reactivated or upgraded only by the job specialist. It is the intent of the TDOC to consistently use the appropriate job title for the same job duties being performed by inmates throughout the department. Positions which have been approved to be abolished shall be vacated by attrition whenever possible.
 2. All requests for the addition of positions to the institutional inmate worker pattern shall be accompanied by a request for the deletion of an equal number of positions, or justification for increasing the number of allotted positions.
 3. Every job position, whether considered permanent or temporary, at each institution shall be identified by a position number. Classes will be identified by section and the maximum number of slots per section. All three screens on TOMIS conversation LJEM shall be completed and kept up-to-date.
 4. New position numbers shall be assigned by TOMIS when the job specialist approves an institutional request to add positions to the institution's worker pattern and TOMIS if deactivated positions cannot be reactivated.
 5. All requests for highly skilled positions will require a memorandum from the warden to the inmate job specialist containing justification. The only areas where limited highly skilled positions can be assigned are maintenance, food service, and revenue-producing programs. No more than 2% of the number of inmates assigned to jobs may be placed in highly skilled positions. It is not the intention of this policy to have all positions in maintenance and food service, etc., designated highly skilled. There will usually be more skilled positions in a work area than highly skilled. Positions that were highly skilled prior to implementation of this

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policy and do not meet the above criteria such as any clerk position, shall be deactivated on TOMIS. Any inmate assigned to such a job will not have his/her pay reduced at the time the position is deactivated. When the inmate voluntarily changes job positions thereafter, his/her pay may be reduced to within the pay scale of the new job.

6. A Job Position Request, LJEL, or Class Section Request, LJER, shall be entered at the institutional level, with e-mail justification, any time an institution determines a need to add a position/section. The job coordinator shall determine to the best of his/her ability if requests from supervisors to add, delete, or change the job titles in an area are justified. These requests shall be reviewed and approved by the warden/designee and Executive Director/designee of Tennessee Rehabilitative Initiative in Corrections (TRICOR), when appropriate. These entries shall be reviewed and appropriate action taken by the job specialist.
7. An e-mail message shall be sent to request approval for positions to be deactivated or reactivated, or a change made in the work area or position type. No entry on TOMIS conversation LJEL is required.
8. Detailed justification for these requests shall be provided. A copy of the written job description and schedule/expectations may be requested by central office prior to the approval of a new job/position. A copy of this justification shall be filed in central office for three (3) years.
9. Worker pattern change requests disapproved by the job specialist may be appealed to the Assistant Commissioner of Operations.
10. If it is known in advance that an essential position is to be vacated, a temporary position may be allotted for the purpose of training a worker to refill that position. The duration of such a temporary position should be no more than three (3) months, and the position must be requested of and approved by the inmate job specialist. The temporary position shall be paid within the skill level of the permanent position.
11. Positions can only be dropped on LJEL if no inmate has ever been assigned to the position. However, they can be deactivated on LJEM by the job specialist.
12. Positions which cannot be filled temporarily for any reason, i.e., job is seasonal, program is not in current operation, insufficient production needs in area, may be considered on hold. If they are to be on hold for more than ninety (90) days, a request shall be submitted to the inmate job specialist to have them deactivated. BI01MEU, Vacant Position Report, may be used to determine these positions.
13. Inmates participating in a split education/work program shall be paid the higher of the two (2) pay rates for both programs and shall be tracked in both positions for job-tracking purposes. Inmates in two (2) different part-time jobs will be paid at the appropriate rate for each job.

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14. INFOPAC report BI01MEO, Position History, is a requestable report that defines which inmates have held a specific job position on TOMIS, the date assigned, date terminated, and the inmate's race.
15. INFOPAC report BI01MCR, Class Attendance History by Date, is a requestable report that lists inmates assigned to an academic or vocational class for a specific date.

C. Job Descriptions:

1. Job Description Forms, CR-2313, will be revised and reissued by the job specialist. The job specialist shall be contacted by institutional staff when it is determined that the TDOC does not have an appropriate Job Description Form, CR-2313, for an existing or planned position at the institution. CR-2313, Job Description Form, shall be maintained at each institution for every inmate job offered by TDOC. These shall be filed alphabetically in the inmate job office.
2. The job coordinator and respective job supervisors shall develop detailed job descriptions for every position. The description, at a minimum, shall include requirements, schedules, expectations of work area, and supervisor name or title.
 - a. Requirements include both eligibility and qualifications. Eligibility refers to custody level, verified education level, disciplinary history, etc. Qualifications refer to the inmate's ability to perform the duties of the job.
 - b. Expectations shall provide objective, easily measured criteria by which the supervisor can assess the inmate's performance. These shall be made known to every inmate at the time of assignment.
 - c. Inmates shall be required to sign the job descriptions acknowledging they have read or had read to them these requirements and they understand them.
 - d. Every inmate job shall have a specific time and place to report for the beginning and ending of every work period. Variation of days and hours may be necessary occasionally at the discretion of the supervisor.
 - e. Procedures for excused absences shall be explained to inmates for all positions. Inmates may not receive pay or sentence credits for some absences even if excused. (See Policies #504.04, #505.01 and #9505.01 for privately managed facilities.)
 - f. Inmates should not be given the impression that they are specialists and can only perform certain duties. Supervisors have the authority to direct an inmate to perform other duties.

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3. The institutional job coordinator shall ensure that an up-to-date listing of all positions allotted to the institution and copies of detailed job descriptions and schedules/expectations are available to inmates in the library. Due to limited space, job descriptions on TOMIS LJEM cannot be as detailed as needed. The job coordinator shall maintain the original job description and schedule/expectations.
4. By July 1 of each year, the job specialist shall be sent a revised set of job descriptions, schedules, and expectations. The set may be a hard copy or on disk. The inmate job specialist shall issue a memorandum regarding the format. Job supervisors shall review job descriptions for their areas annually prior to the job coordinator submitting the revised set by July 1st. As new job descriptions, schedules, and expectations are prepared due to changes in worker patterns throughout the year, a hard copy shall be forwarded to the job specialist.
5. The job coordinator shall annually send a copy of the job descriptions to the health administrator. (See Policy #113.43.)

D. Registers:

1. Registers shall be maintained for all jobs at each institution. TOMIS conversations LJEJ, Register Placement, LJEH, Job/Class Register, and INFOPAC reports BI01MEH for jobs and BI01MEG for classes, shall be used.
2. When an inmate is received at an institution and as needed, his/her available record shall be reviewed for past employment and educational history, classification recommendations, physical/medical condition, disciplinary history, custody level, time remaining before release/release eligibility, and other position qualification criteria. (See Policy #508.04.)
3. Inmates who wish to be considered for placement in a position may submit their names and qualifications to the jobs coordinator using Request for Placement on Job Register, CR-3051. Inmates transferred to pre-release facilities for participation in the pre-release program or transferred to a facility for participation in a security threat group program are ineligible for consideration for placement in any other program or register, unless there is no space in the program at that time. The inmate will immediately be reassigned to the applicable program when a vacancy occurs.
4. Inmate names may be placed on registers without their request or consent by the job coordinator.
5. Only inmates who are permanently assigned to an institution may be placed on a register for positions at that institution. Exceptions may be made at reception centers in order to fill positions necessary for institutional support.

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6. Security threat group members and associates may be denied register placement for particular work areas. The warden shall request approval for these areas by the Assistant Commissioner of Operations. The request will be mailed to the attention of the inmate job specialist. The inmate job specialist and the TDOC security threat group coordinator will confer and make a recommendation to the Assistant Commission of Operations.
7. Some positions may require referral for testing, interview, or additional application information to verify qualifications prior to register placement. (See Inmate Job Interview, CR-3338.) Tests will be on a pass/fail basis. Supervisors/designees will be subject to time limits on responding to requests for testing or interviews. If supervisors do not respond to CR-3338 within the time lines set, job coordinators may, with the warden's/designee approval, choose not to assign any inmate to that work area until the supervisor has returned outstanding CR-3338's.
 - a. All inmates shall be considered qualified for Level I (unskilled) positions.
 - b. Job coordinators and work supervisors at each institution shall determine which Level II (semi-skilled) positions shall require further qualification criteria.
 - c. All positions above Level II shall require further qualification verification prior to register placement.
 - d. Qualification verification tests given by supervisors or job coordinators and interview results shall be entered on TOMIS conversation LCDG, Contact Notes, IJOB (Inmate Job Contact). The staff person administrating the test or conducting the interview is responsible for entering the information on TOMIS.
 - e. Inmates who fail a qualification test may retake it after 30 days. The test may be taken a third time, but no sooner than six months from the first exam date. Inmates will not be permitted to take the test a fourth time at that facility unless justification can be provided, such as completion of a related vocational program. If transferred to another institution, the inmate may take the test immediately if it is determined he/she is eligible.
8. Names of inmates tentatively determined to be qualified/eligible for a position shall be placed on a job register for that position using TOMIS conversation LJEJ, Register Placement. Denied request for placement on registers will also be entered on LJEJ.
9. Register placement shall be chronological by the date the placement request was received from the inmates requesting placement, or by date the inmate was considered by the jobs coordinator if register placement was not requested. Paper registers may not be maintained in lieu of TOMIS registers. Requests are not to be held until a position becomes vacant. All requests are to be entered into TOMIS in

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a timely manner. All inmates' numbers entered in the same day on TOMIS conversation, LJEJ, Register Placement, shall be in numerical order on INFOPAC Job Register Report, BI01MEH, and Class Register, BI01MEG.

10. Inmates shall be notified of all register placements by TOMIS conversation LJEJ, Register Placement, or INFOPAC report BI01D039, or Job Register Placement, CR-3052. If an inmate is placed on the register and assigned to a job the same day, it is not necessary to notify the inmate he/she was placed on the register. Inmates shall be notified of denials using TOMIS conversation, LJEJ, INFOPAC Report BI01D043, Program Denial, or Job Register Placement, CR-3052. If eligibility or qualification criteria for a position change, inmates will be notified of removal from registers with a screen print of LJEH or BI01D041, Register Change Report.
11. Institutional policy may limit the number of register placements per inmate.
12. Institutions may limit the number of names placed on a register for specific positions. Inmates whose requests for register placement are denied due to a full register shall be notified of this temporary denial through TOMIS conversation LJEJ, INFOPAC report BIO1D043, Program Denial, or CR-3052, and may submit a request for placement at a later date.
13. Inmates in academic, vocational, security threat group, pre-release and/or substance abuse programs may be required to remain in such programs until completed or dismissed. Inmates in academic, vocational, and training programs may be placed on job registers for which these programs will qualify them up to three (3) months prior to projected completion of the qualifying programs. Vacant positions may be held up to thirty (30) calendar days in anticipation of inmates completing the qualifying programs.
14. If an inmate is permitted to remain in his/her current position rather than transfer to another position when he/she is the top qualified and eligible inmate on the register, his/her name may be removed from the register.
15. Institutional policy may permit exclusion or removal of an inmate's name from registers for positions of the same or bwer skill levels than their present job assignment (except for TRICOR job registers).
16. Inmates may request to be removed from a specific register by submitting Request for Removal from Job Register, CR-3169, to the jobs coordinator. This request is subject to approval by the job coordinator
17. Upon conviction of any Class A disciplinary infraction, with the exception of verbal warnings, an inmate's name will be removed from all registers above skill pay level 1. The inmate may request that his/her name be put back on the register. If he/she is still determined to be tentatively eligible, the name will be placed on the bottom of the register; i.e., date reapplied (Note: The inmate will still be considered qualified.)

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18. Inmates who are permanently transferred shall immediately be removed from all registers at the sending institution. Notification of removal from register will not be required in this case.

E. Assignments:

1. Inmate job assignments shall not be based on race, religion, national origin, sex, handicap, or political beliefs. The job coordinator shall ensure that qualified minority inmates are seriously considered for any job opening.
2. Inmate program assignments are a privilege. No inmate shall have the right to participate in any particular program. Program assignments and non-disciplinary dismissals may be appealed through the inmate grievance process. (See Policy #501.01 and 9501.01 for privately managed facilities.)
3. Inmates shall only be assigned to, tracked in, and receive sentence credits and/or pay for program positions allotted to their assigned institution and contained in the TDOC master job list.
4. Only the job coordinator may make job assignments, although recommendations and information from other staff may be considered in determining assignments. In his/her absence, the job tracking clerk or relief person may make assignments.
5. Unless there are no qualified and eligible inmates on the register for the position, all vacancies must be filled by an inmate on that register. Inmates may be assigned to positions without their request or consent.
6. When a position vacancy occurs, that position shall be filled by one of the top three qualified and eligible inmates whose names are on the register. The supervisor or jobs coordinator may choose which of the three inmates to be assigned. However, no eligible and qualified inmate can be skipped over by an individual supervisor more than twice. The supervisor will justify why he/she skipped over an inmate and enter this information on LCDG Contact Notes, Contract Type IJOB.
7. Inmates shall be notified of job assignments through TOMIS conversation LJED, Job/Class Assignment, or Inmate Job Assignment, CR-3053.
8. The following classes of inmates may receive priority for position assignments over other inmates on the register:
 - a. Inmates already assigned to a position in a particular area or program in which a vacancy occurs in another position (unit promotions/transfers). In such case, one of the top three inmates on the register already employed in the work area shall receive the assignment.
 - b. Inmates who receive a non-disciplinary demotion from another position in the area. (Inmates need not be on registers for positions prior to the demotion.)

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- c. Inmates who have completed an institutional training program for a specific position or program/area.
 - d. Inmates who must participate in a specific program before they may be paroled.
9. Inmates transferred to an institution for a specific position. Inmates are not to be transferred to an institution for a specific position if there are qualified and eligible inmates on the register at that facility.
10. Skip reasons shall be maintained on TOMIS conversation LJEH, Job/Class Register, for inmates who are qualified, eligible, and not assigned to a job/class for the following reasons:
 - a. If an inmate is prevented from receiving a promotion into a higher skill/pay level job.
 - b. If an inmate is prevented from receiving an assignment to a Tennessee Rehabilitative Initiative in Correction (TRICOR) job.
 - c. If a supervisor or job coordinator chooses to skip over the top first or second qualified eligible inmate.
 - d. Skip reasons may also be maintained at the discretion of the job coordinator for those inmates who are skipped on the register that are not qualified or eligible.
 - e. When the skip reason is for security purposes (SRN), the staff person making the determination will document the reasons on LCDG, Contact Type, IJOB. If the reason is confidential, an entry will be made on LCDG that written reasons are on file and the location.
11. If the jobs coordinator and supervisor disagree on the qualifications, eligibility, or suitability of a potential assignee, the decision shall be made by the warden/designee. If the position to be filled is for TRICOR, the Executive Director/designee of TRICOR shall be consulted prior to the warden/designee making the final decision.
12. Unassigned inmates may be given priority over assigned inmates. Inmates shall be considered in order of the length of time on the job waiting list unassigned. The intent is to permit assignment of difficult-to-assign inmates, not to deny advancement for inmates already assigned.
13. Any inmate on the appropriate register may be appointed by the warden to the position of inmate advisor or grievance committee clerk. Dismissal procedures for such positions shall comply with Section VI.(H) below.

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14. Inmates transferred to a pre-release or security threat group program shall immediately be assigned to that program if space is available.
15. Assignments to academic and vocational programs shall be subject to the requirements of this policy and as provided by Policies #117.02 and #117.03. Inmates who have been determined to be eligible for special education and who have not signed a waiver of that service shall be assigned to that program. (See Policy #117.07.)
16. Inmates unable or required not to perform temporarily in their assigned positions for medical or other reasons may be required to perform any other duties for which they are eligible and qualified at their regular pay rate or at a rate determined by the warden.
17. Inmates assigned to mental health treatment or social services programs may be required to perform limited work duties as part of the therapeutic process. Prior to designating these duties, specific inmate qualifications and area requirements will be reviewed with the job coordinator to maintain policy and procedure compliance.
18. No job assignment shall result in an inmate being obligated to obey or be supervised by another inmate in any manner.
19. No inmate sentenced to life without parole, or whose earliest release date, excluding safety value, is twenty (20) or more years away, shall be assigned to any job outside the secure perimeter of an institution.
20. All inmates who work outside the secure perimeter of a facility must sign BIO1D089, Assignment of Responsibility. The job coordinator will be responsible for obtaining the signature of inmates classified to minimum restricted custody or higher that are assigned to jobs outside the secure perimeter. If an inmate refuses to sign BIO1D089, it shall be read and explained to him/her and so noted on the form. An employee witness (person who reads it to inmate) signature shall also be necessary in these cases. The inmate may still be assigned to the job. A copy shall be kept in Volume II-Unit File, Section V.
21. The chief law enforcement officer (sheriff and/or chief of police) shall be notified of all inmates convicted of homicide offenses, aggravated rape, rape, or rape of a child assigned to work off state property at least five (5) calendar days prior to the date they actually start working. INFOPAC report BIO1D082, or a memorandum containing the same required information, shall be faxed to the chief law enforcement officer.
22. Job assignments to work release/education release are available only to inmates at designated sites and shall be accomplished by the job coordinator. (See Policy #511.02 for eligibility criteria for a pre-release work release program.)

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- a. Only first term inmates shall be eligible.
 - b. Only inmates within 24 months of their earliest release date shall be eligible.
 - c. Inmates shall have restitution obligation forms read to them before placement. Refusal to sign this form shall render the inmate ineligible. (See Policy #513.01.)
 - d. The warden shall approve all such placements prior to actual assignment.
23. Inmates who return to TDOC following an absence while out on bond, a parole violation, new conviction, interstate compact or escape, or inmates who are transferred from a minimum security annex with a population of 350 or less due to disciplinary conviction making them ineligible to stay at that institution or institutional minimum security annex, shall lose all previously earned privileges, seniority, or status concerning register and job placement, job advancement, and pay. Pay shall be at Step One of whatever skill level job/class they are assigned.
 24. The job coordinator shall notify the warden/designee prior to any job/class assignment for security threat group (STG) members. (A listing of STG members by institution may be found on LCLQ, Security Threat Group.) STG members or associates may be denied assignment to a job/class if their participation in any STG related activity is deemed by the warden to present a risk to the safety, security, or orderly operation of the facility. The warden/designee will use LCDG Contact Notes, Type STGI, to document his/her decision to deny the individual inmate a particular job/class assignment.
- F. Job Transfers:
1. Inmates may be required to transfer to or to remain in positions deemed essential to the institution if there are no qualified and eligible inmates on the register with whom the position may be filled.
 2. With the exception of unit promotions/transfers, an inmate must remain in a position for at least 90 days before being granted a voluntary (i.e., inmate initiated) transfer to another position. If an inmate is in a position less than 90 days and a vacancy occurs in a position which he/she is next in line for on the register, his/her name may remain in that position on the register and the next highest eligible inmate on the register will be assigned.
- G. Advancement in Skill/Pay Levels:
- Advancement in job skill/pay level (See Policy #504.04.) is a privilege earned by positive inmate participation in academic, vocational, and work programs as measured by regular evaluations of each inmate's performance.

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1. Following initial classification, all inmates will be required to spend a minimum of three (3) calendar months in a Level I job before advancing to a higher skill/pay level position. This requirement may be waived by reception centers, minimum-security annexes with a population of 350 or less, and the Wayne County Boot Camp geriatrics unit in the interest of filling positions for institutional needs. In such cases, the inmate must fulfill this obligation subsequent to permanent transfer to another institution.
2. Inmates without a verified high school diploma or GED as indicated in the institutional record or on TOMIS conversation LCLE, Offender Education, shall not be promoted above skill/pay Level II. (See Policy #504.04.) Exceptions may be granted as follows:
 - a. When an educational staff person at the institution provides a written statement based on the testing criteria outlined in Policy #117.02 indicating that an inmate has progressed as far as he/she is able to in academic achievement, or
 - b. When an inmate completes a vocational program and is certified in a vocation, he/she may be assigned to a job above skill/pay Level II which requires those skills learned in the program, or
 - c. This requirement may be waived at reception centers, minimum-security annexes with a population of 350 or less, DeBerry Special Needs Facility Wayne County Boot Camp geriatrics unit, and maximum security housing units in the interest of filling positions for institutional needs. In such cases, the inmate must fulfill this obligation subsequent to permanent transfer to another institution.
 - d. Inmates assigned to the title of the Community Service Worker (CSWK) may be exempt from this requirement.
3. Advancement in skill/pay level will be based upon inmate job performance. Each inmate will be evaluated by work supervisors monthly for Prisoner Sentence Reduction Credits (PSRC) for program participation. These evaluations will be routed through the institutional job coordinator's office for review. To advance in skill/pay level, an inmate must not have been denied program sentence credits on his/her previous three (3) evaluations. (See Policy #505.01 and #9505.01 for privately managed facilities.)
4. Promotional advancement shall occur no more often than at ninety (90) day intervals, except:
 - a. Inmates in trainee, academic, or vocational positions may be promoted following successful completion of that program as recommended by the supervisors and approved by the institutional job coordinator; or

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- b. In extraordinary circumstances, as recommended by the supervisor and institutional job coordinator, and approved by the warden/designee. In cases involving TRICOR programs, the recommendation of the Executive Director/designee of TRICOR is required prior to submittal to the warden for final approval.
 - c. Unit promotions/transfers and academic/vocational transfers and promotions may be processed at any time.
- 5. Information on monthly evaluations and time assigned to skill/pay levels at previous institutions will be used to determine advancement eligibility in case of institutional transfer.
- 6. Inmates assigned to positions above the lowest skill/pay level prior to July 1, 1990, may be exempt from Section VI.(G)(2) above, although inmates whose assignments are reduced below skill/pay Level II will be subject to all the provisions of Section VI.(G) above.

H. Terminations:

- 1. Inmates are not permitted to refuse, quit, resign from, or voluntarily withdraw from an assigned program, including any substance abuse program or pre-release program, with the exception of inmates assigned to a Prison Industries Enhancement (P.I.E.) program or to a mental health treatment program if the inmate is mentally competent. (See Policy #113.89 if the inmate is not mentally competent to make a decision regarding treatment.) All terminations must be approved by staff for reasonable cause, and are subject to due process on appeal in the appropriate forum.
- 2. The job coordinator has the authority, subject to the warden/designee(s) review/approval, to consider, approve or deny all dismissal requests or recommendations. In cases involving TRICOR programs, the Executive Director/designee of TRICOR shall review and approve all non-disciplinary dismissal requests prior to submission to the job coordinator.
- 3. The job coordinator shall notify inmates and supervisors, in writing, of all terminations.
- 4. Inmates receiving either a disciplinary or non-disciplinary dismissal may not be reassigned to the same program/area without the prior agreement of the supervisor. If the supervisor disagrees with a proposed reassignment, the warden/designee shall make the decision.
- 5. An explanation shall be provided in the free form text space on TOMIS LJEE when the termination reason is "job change" (JCH).

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6. Disciplinary Dismissals:

- a. Dismissals are only considered to be disciplinary if the Disciplinary Board recommends a job termination and the recommendation is approved. The recommendation for job termination may be viewed on TOMIS LIBL, Disciplinary Decision.
- b. The disciplinary board chairperson shall notify the job coordinator of all dismissal recommendations. The job coordinator shall determine, after reviewing the situation and conferring with the supervisor and/or security staff, if appropriate, whether a dismissal is warranted. The decision shall be approved by the warden/designee.
- c. Inmates receiving disciplinary dismissals from positions above skill/pay Level I shall be prohibited from reassignment to the same or higher level for ninety (90) days, but may immediately be assigned to a Level I job.
- d. An inmate may be recommended for dismissal from a position for conviction of a disciplinary infraction committed while the inmate is at/scheduled to be at his/her assigned work area, or if the infraction is directly linked to the inmate's position. Dismissal of a disciplinary report does not preclude subsequent non-disciplinary job dismissals. (See Section VI.(H)(9) below.)

7. Inmates receiving disciplinary dismissals from Level I positions may be immediately required to return to the same or other unskilled position.

8. The job coordinator shall maintain a record of inmates who receive a disciplinary job dismissal due to a conviction of refusal to participate and will notify the deputy warden/associate warden of operations when the inmate is reassigned.

9. Non-Disciplinary Dismissals or Demotions:

Documentation of the problem and the attempts to correct it shall be provided. Program Notes LJEC and/or Contact Notes LCDG (IJOB Inmate Job Contact) shall be used for this documentation. Examples of types of documentation may include a record of verbal counseling/warning, written warning, and/or denial of program credits (CR-3224). Reasons shall be documented on TOMIS conversation LJEE, Job/Class Terminations. TRICOR supervisors may use memorandums, etc., to document what TDOC employees would enter on Program Notes LJEC and/or Contact Notes LCDG. A copy of the document will be forwarded to the job coordinator immediately (i.e., they may not be accumulated by the work supervisors, then produced when a non-disciplinary dismissal is requested). The warden's designee will enter the information on TOMIS LJEC or LCDG. Other state agencies utilizing inmate workers shall provide written documentation. Work crew supervisors who monitor inmates who work for other agencies shall make entries on LJEC or LCDG. Reasons may also be documented on Request for Job Dismissal, CR-3054. Reasons include, but are not limited to:

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- a. Failure by inability to perform the skills of the position shall result in a non-disciplinary dismissal or demotion when supervisory attempts of assistance or correction are unsuccessful.
- b. Inmates may receive a non-disciplinary dismissal upon recommendation of the supervisor or other appropriate staff if it is felt that the inmate's continued presence in the work area is detrimental to the morale of the work force or the productive operation of the area, or to the security and safety of the institution. Specific reason(s) shall be documented. The warden can terminate an inmate's job assignment based on their participation in any STG related activity if it is deemed to present a risk to the safety, security, or orderly operation of the facility. (See Policy #506.25.) The warden will use LCDG Contact Notes, (Contact Type STGI), to document specific reasons.
- c. Whenever an inmate becomes ineligible due to change in custody level, housing assignment, etc., appropriate action (dismissal, reassignment, deletion from/addition to register, etc.) shall be taken by the job coordinator.
- d. If an inmate is away from or it is projected an inmate will be away from his/her assigned position thirty (30) days or more (i.e., out to court, medically restricted, housing changes), or if a recommendation for administrative segregation or protective custody of the inmate is approved, a non-disciplinary dismissal may immediately be processed to allow the position to be refilled. Subsequent changes in such inmate's availability to participate in that program should not result in displacement of the inmate's successor in the position and need not necessarily result in immediate reassignment, although the dismissed inmate may be considered at the top of the register, when again eligible, for the next vacant position, unless they are gone from the institution for over 60 days.
- e. Inmates who miss an unacceptable amount of work for the excused reasons listed in Policy #504.04, may be subject to a non-disciplinary dismissal if such absences result in the inability of the work area to meet production or operation expectations.
- f. Inmates convicted of disciplinary infractions not directly related to their program assignment may receive a non-disciplinary dismissal if that conviction affects their eligibility for the assigned position, or if the conviction results in articulable security concerns that render the assignment inappropriate. Reasons shall be documented.
- g. A documented pattern of job-related rule infractions may be grounds for a supervisor to request a non-disciplinary dismissal for an inmate.

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- h. Inmates may receive non-disciplinary dismissals or transfers from a work area if the size of the workforce needed is reduced for any reason. Dismissal/layoff and rehire procedures will be explained to those inmates affected. Inmates will be laid off and called back by seniority based on their job title. The TRICOR manager shall provide the inmate job coordinator with a list of inmates who were laid off and dates they were laid off. He/she will also notify the job coordinator when an inmate is called back to work.
- i. Inmates receiving permanent institutional transfers shall immediately be removed from any program assignment at the sending institution on TOMIS conversation LJEE, Job/Class Termination.

I. Program File:

- 1. A program file containing up-to-date job information will be maintained in the jobs office on each inmate. It shall include Request for Placement on Job Register, CR-3041, Inmate Job Review, CR-3338, Request for Removal and Register, CR-3169 and Notice of Denial of Program Credits, CR-3224. (See Policy #512.01). Other information, such as correspondence, may be kept in this file. It is not necessary to file any information that is on TOMIS, unless the inmate's signature was required. (See Policy #512.01.)
- 2. This program file shall be transferred with inmates as a part of the IIR in accordance with Policies #403.01, #403.01.1, and 9403.01 for privately managed facilities. Work supervisors may also maintain files on all inmate workers in their area.
- 3. No inmate, including clerks, will be permitted to have any access to any portion of another inmate's institutional record (IIR).

J. Monitoring:

- 1. A minimum of five job assessments will be performed monthly by the job coordinator. Selection of positions to assess may be obtained from a random list of positions available monthly on INFOPAC report BIO1ME1, Job Audit Request. Results will be recorded on TOMIS conversation LJEF, Job Audit.
- 2. Central office may require the job coordinator to do an assessment of a job/position and submit a report in addition to completing LJEF.
- 3. The job specialist will periodically perform institutional job assessments. Any disagreements in recommended changes will be reconciled by the Assistant Commissioner of Operations.
- 4. INFOPAC reports, BIO1MEN, Program Assignments by Race, and BIO1MEM, Program Assignments by Race Summary, are to be used as monitoring tools by institutional and central office staff to ensure compliance with Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination in all aspects of

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departmental operation, including inmate job assignments and dismissals, on the basis of the race, color, or national origin.

5. The inmate job specialist will review BI0IMEM and forward to the Assistant Commissioner of Operations for inclusion in the quarterly report compilation he/she prepares for the Deputy Commissioner in accordance with TDOC Policy # 103.01.
6. The institutional job coordinator shall ensure that the information for any required reports is sent to the job specialist in a timely manner. The Inmate Activity and Inmate Overtime Reports are due by the 10th of the following month.
7. The warden shall review available information at least monthly indicating the employment rates of various position types at the institution. The goal of the TDOC is to maintain a rate of 7% or less unemployment for the assignable population. If the unemployment rate reaches 10% or more for 30 days, the warden shall contact the Assistant Commissioner of Operations, in writing, to address the problem. The warden shall forward a copy of the correspondence to the job specialist. The percentage is based on the monthly activity report and includes all inmates at the institution who are currently assigned or identified as job waiting.
8. The warden or designee shall be responsible for ensuring that staff is maintaining data as required in this policy, including a quarterly review. A staff member other than the job coordinator or job tracking clerk will conduct the quarterly review. A written report will be submitted to the warden and a copy sent to the central office job specialist. A minimum of the following current INFOPAC reports shall be reviewed:
 - a. BI01MEG Class Register: The review should determine if anyone has been on the register for an extended period of time (such as eight months or more) greater than the majority of inmate names on the register, indicating he/she has been skipped, perhaps unfairly. Skip reasons for those inmates shall be checked in accordance with Section VI.(E)(6) above. The names of inmates who have been permanently transferred from the institution should not be on the register.
 - b. BI01MEH Job Register: Same as (a) above.
 - c. BI01ME2 Work Area Roster Report: An excessive number of positions in a particular work area or positions out of place may be indicated in this report.
 - d. BI01MEU Vacant Position Report: Positions vacant for 90 days or more should have been deactivated.
 - e. BI01MEL Offender Attendance/Pay: A review will reflect number of attendance hours credited to inmates by each supervisor. Overtime should

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be monitored during this review, as well as entries made by supervisors who routinely do not enter attendance appropriately.

K. A handbook for supervisors will be updated as needed by the job specialist.

VII. ACA STANDARDS: 3-4265, 3-4394 through 3-4398, 3-4400, 3-4404, 3-4407.

VIII. EXPIRATION DATE: March 15, 2006.



TENNESSEE DEPARTMENT OF CORRECTION
JOB DESCRIPTION

INSTITUTION

DOT TITLE: _____

INSTITUTIONAL TITLE: _____

TOMIS JOB CODE: _____

PAY AND SKILLS LEVELS: _____

DOT CODE: _____

GOE CODE: _____ . _____ . _____

WORK TRAIT FACTORS:

Physical Demands: S L M H V 2 3 4 5 6

Work Situations: 1 2 3 4 5 6 7 8 9 10

Environmental Conditions: I O B 2 3 4 5 6 7

Work Activities 1 2 3 4 5 6 7 8 9 10

SVP: 1 2 3 4 5 6 7 8 9

Machines, Tools, Equipment Used: _____

GED: Math _____ Language _____

Approximate Physical Activity (Per 6-hour shift):

Walks _____ Stands _____ Sits _____

Frequency: Bends _____ Reaches _____

Description of Tasks: _____

Comments: _____



TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR PLACEMENT ON JOB REGISTER

DATE: _____

TO: _____

FROM: _____
Name TDOC Number Housing Unit

Please place my name on the job register for _____ (D.O.T. Title)

If the job is semiskilled or skilled, state your qualifications or other reason(s) why your name should be put on the register.



FROM: _____
(Name) (Number)

Job Coordinator



TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR JOB DISMISSAL

INSTITUTION

DATE: _____

TO: _____, Inmate Job Coordinator

FROM: _____

INMATE NAME _____ TDOC #: _____

I hereby request that the above inmate be dismissed from his/her position as a _____
_____ because:

Inability to perform the skills of the job as evidenced by: _____

_____ Change in custody level / medical status

_____ Excessive tardiness. Inmate was tardy on the following days: _____

_____ Other _____

Dismissal is effective: _____

Comments: _____

Approved _____ Denied _____

Approved _____ Denied _____

Job Coordinator

Warden/Designee

Date

Date



TENNESSEE DEPARTMENT OF CORRECTION

INMATE JOB INTERVIEW

INSTITUTION

TO: _____

FROM: _____, Job Coordinator

DATE: _____

INMATE _____ TDOC # _____

has applied for the job of _____.

Please interview this inmate and determine if he/she is qualified for this position and indicate below whether or not he/she meets all requirements.

=====

TO: _____, Job Coordinator

FROM: _____



DATE: _____

_____ Yes, this inmate meets all job requirements and is qualified.

_____ No, this inmate is not qualified. The reason he/she is not qualified is:

Supervisor's Signature

PLEASE RETURN THIS FORM TO THE JOB COORDINATOR BY: _____

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POLICY CHANGE NOTICE 04-50

INSTRUCTIONS:

Please change Section IV.(D) to read as follows:

- “D. Job Specialist: Central office staff person who reports to the Assistant Commissioner of Rehabilitative Services and coordinates the day to day operation of the departmental inmate jobs program.”

Please change Section VI.(B)(7) to read as follows:



- “7. Worker pattern change requests disapproved by the job specialist may be appealed to either the Assistant Commissioner of Operations or Rehabilitative Services, as deemed appropriate by the job specialist.”

Please change Section VI.(J)(3) to read as follows:

- “3. The job specialist will periodically perform institutional job assessments. Any disagreements in recommended changes will be reconciled by the Assistant Commissioner of Operations or Rehabilitative Services, depending upon location of work area.”

Please change Section VII. to read as follows:

- “VII. ACA STANDARDS: 4-4277, 3-4394 through 4-4448, 4-4454, 4-4458, 4-4461.”

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POLICY CHANGE NOTICE 04-32

INSTRUCTIONS:

Please change Section VI.(B)(6) to read as follows:

- “6. All requests to make changes in an institution’s inmate worker pattern will be made by memorandum to the central office inmate job specialist. The memorandum will be from the inmate job coordinator (IJC), through the warden/designee. The designee must be either the deputy warden, associate warden, or assistant warden.
- a. Inmate supervisors may request changes in the inmate worker pattern by contacting the IJC. The IJC shall review the request and prepare the memorandum if he/she concurs with the supervisor’s request. If the supervisor and IJC cannot come to an agreement, the warden/designee shall determine whether to submit the request to the central office inmate job specialist.
 - b. Detailed justification for the change in the inmate worker pattern will be included in the memorandum.
 - c. The inmate job specialist, prior to the approval/denial of the request, may request a copy of the written job description and schedule/expectations.
 - d. The inmate job specialist shall contact the Executive Director/designee of the Tennessee Rehabilitative Initiative in Corrections (TRICOR) to ascertain whether there is an objection to the approval of requests affecting TRICOR.”

Please delete Section VI.(B)(7) and (8). Renumber the rest of Section VI. (B) accordingly.

In Section VI.(C)(2)(e), eliminate the phrase “and #9505.01 for privately managed facilities.”



Please change the first sentence in Section VI.(D)(13) to read as follows:

- “13. Inmates in academic, vocational, security threat groups, pre-release, substance abuse programs, or a dog care training program may be required to remain in such programs until completed or dismissed.”

In Section VI. (E)(2), eliminate the phrase “and #9501.01 for privately managed facilities.”

In Section VI. (G)(3), eliminate the phrase “and #9505.01 for privately managed facilities.”

In Section VI. (I)(2), eliminate the phrase “and #9403.01 for privately managed facilities.”

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POLICY CHANGE NOTICE 03-16

INSTRUCTIONS:

Change Section VI.(A)(1)(c) to read as follows:

“c. Institutional support, except that inmates shall not be assigned or allowed to assist in accreditation at all institutions. Inmates may be assigned or assist the fire/safety officer with general clerical duties only, under the following restrictions:

- (1) Does not assist with or conduct any sanitation or safety inspections or incident investigations.
- (2) Does not service or repair any life safety equipment.
- (3) Is not involved with planning, scheduling, or conducting fire drills or evacuations.
- (4) Does not have access to the fire alarm systems.

These restrictions will be included in the institutional job description for this position.”

Change Section VI.(E)(22) to read as follows:

“22. Job assignments to work release/educational release shall be made by the job coordinator. (See Policy #511.02 for eligibility criteria for a pre-release work release program.)”